

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST III -  
HVAC Specialist

SALARY GROUP: B19

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Clyde Armstrong DATE: 3/26/2014

POSITION #: 022299

**I. JOB SUMMARY**

Performs moderately complex consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program; providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public; and training others. Works under general supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Provides consultative services and technical assistance to plan, implement, and monitor the agency's Heating, Ventilation, and Air Conditioning (HVAC) program; assists in analyzing the applications and variations of programs to develop an action plan for improving program operations; and assists in preparing justifications for the implementation of procedural and policy changes.
  - B. Reviews and assists in evaluating information on service delivery system methods, outputs, and activities to identify problems and recommend improvements; participates in or conducts surveys and reviews to ensure compliance with certification requirements, laws, regulations, policies, and procedures; and recommends and coordinates activities to produce a more effective program.
  - C. Assists program staff in determining trends and resolving technical problems; studies and analyzes operations and problems; evaluates research findings relative to specific projects; and prepares reports of findings and recommendations.
  - D. Provides training and technical assistance in the program area to include HVAC system and equipment repairs, code requirements, troubleshooting, programming boiler controls, water treatment, and corrosion control.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Construction and Management, Industrial Technology, Environmental Science, Engineering, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning experience in the operation, maintenance, or repair of Heating, Ventilation, and Air Conditioning (HVAC) systems and equipment.
3. Current Environmental Protection Agency approved Universal Refrigerant Containment Certification.

Must have or be able to obtain a current State of Texas Class A Contractor's License with Environmental Air Conditioning and Commercial Refrigeration Endorsements within twelve months of employment date.

Must maintain valid license(s) for continued employment in position.

Selected applicants without required license(s) must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

**B. Knowledge and Skills**

1. Knowledge of principles and practices of public administration and management.
2. Knowledge of HVAC systems mechanical and electrical designs and maintenance policies and procedures.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.

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6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to review technical data and prepare technical reports.
12. Skill to read schematics, blueprints, write specifications, select electrical and mechanical materials, and troubleshoot control systems and equipment problems.
13. Skill to train others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working outside and inside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, dust fumes, smoke, gases, grease, oils, solvents, vibration, slippery or uneven walking surfaces, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, refrigerant recovery equipment, electrical test instruments, HVAC-related test equipment, and automobile.